



- Arts & Humanities Citation Index®
- Science Citation Index Expanded™
- Social Sciences Citation Index®

Quick Reference Card

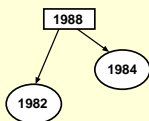
CITATION DATABASES:

What are they and what are their benefits?

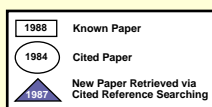
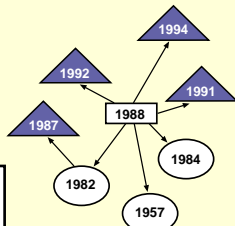
A citation database is a reference tool that contains bibliographic information on published journal articles. You can retrieve information from a citation database by author, subject term, journal title, and-most importantly cited reference. Citation databases contain the bibliographies, or reference lists, of the articles indexed. These references, in turn, serve as index terms, which have been assigned by the authors themselves. A document indexed within the citation database enables its historical origin (the cited references) to be examined and also to easily follow links through to its current position in the research literature (times cited).

By doing a cited reference search, you can:

Traditional Searching



Cited Reference Searching



- Discover who is citing your research and how it is being used to support current research
- Track the research activities of colleagues or competitors
- Follow the history of an idea or a method from its first communication to the present day
- Find relevant articles on topics or subjects that are difficult to express with a few keywords
- And much more...

CITATION DATABASES: Coverage

The ISI Citation Databases - *Arts & Humanities Citation Index*, *Science Citation Index Expanded* and *Social Sciences Citation Index* - cover thousands of research journals across hundreds of disciplines. All three databases are updated weekly.

Available databases and the amount of retrospective data will vary according to your institution's subscription.

ISI Citation Databases contain full bibliographic information - including author abstracts - for all significant items in every issue of the journal covered, including:

- art, music & performance reviews (Arts & Humanities only)
- research and review articles
- book reviews
- corrections & additions
- editorials & letters
- and much more...

FEATURES

Links between cited references and full bibliographic records

A full bibliographic record in the *Web of Science* has a **Cited References** and a **Times Cited** link. Clicking the **Cited References** link provides a list of items cited by the author(s) when they wrote their papers. The **Times Cited** link provides a list of citing papers and shows the number of times that the paper was cited.

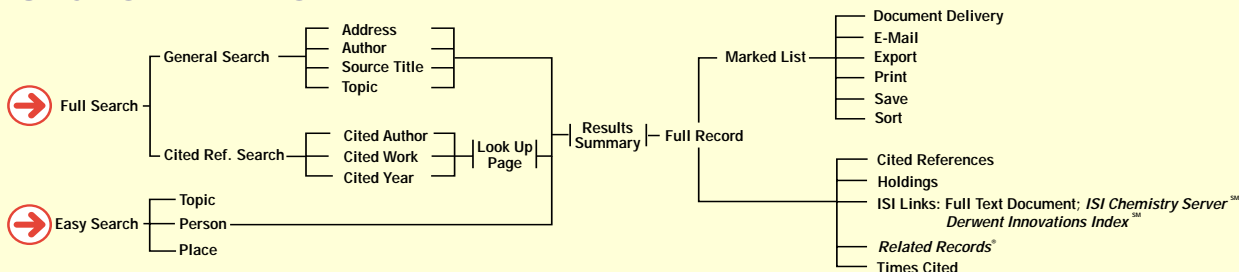
Related Records®

Related Records are two records that share at least one cited reference. A *Related Records* search is a fast and efficient method of locating relevant research that can not be found by traditional subject or author searching.

Keywords Plus®

Keywords Plus are keywords taken from the titles of cited articles. These provide supplementary search terms or access points for retrieval.

FUNCTIONALITY FLOW



ISI Web of Science®

Quick Reference Card

SEARCH FIELD RULES:

- Searches are **NOT** case sensitive
- Enter words and phrases without quotation marks
- Separate two or more terms by logical operators such as **AND** or **OR**
- Use quotation marks around the words **AND**, **OR**, **NOT** or **SAME** where these are not search operators
- Wildcards:
 - * = zero to many characters
 - ? = 1 Character
 - ?? = 2 Characters, etc.
- Truncation = Right and Internal
- entered with punctuation (unless parentheses)
- Search words/phrases surrounded by parentheses can be replaced with a space
- Use parentheses when using different operators in the same field. Otherwise operators will be applied in the following order: **SAME, NOT, AND, OR.**

SORTING CAPABILITIES

Prior to searching the databases, you can pre sort your results to create a more focused list. There are **5 options** that are available on the search screens.

LATEST DATE:

The latest date is the default sort for the *Web of Science*. Records are sorted in reverse chronological order according to when the publications were received and processed by ISI. A maximum of 500 records are retrieved.

TIMES CITED:

Retrieved records are sorted in descending order by the number of times an item has been cited using the preferred cited reference. A maximum of 300 records are retrieved.

RELEVANCE:

Sorted by how frequently the search term occurs. Records are sorted from high to low relevance with a maximum of 500 records retrieved.

FIRST AUTHOR:

Records are retrieved and sorted alphabetically by the first named author of the paper. Anonymous author papers precede the named authors and there is a maximum of 300 records retrieved.

SOURCE TITLE:

Records are sorted alphabetically by the source journal title. A maximum of 500 records are retrieved and sorted.

NOTE: Your institutions' configuration may be different then stated maximums.

SEARCHING OPTIONS

EASY SEARCH

A simplified search based on a topic, person, or place that returns a maximum of 100 results.

TOPIC:

Search for articles based on subject matter.
Search Fields Operators = AND, OR, NOT, SAME

PERSON:

Search for articles by, about, or referring to the work of a specified person. Search Fields Operators = AND, OR, NOT

PLACE:

Search for articles based on author addresses.
Search Fields Operators = AND, OR, NOT, SAME

FULL SEARCH (2 Options)

1. GENERAL SEARCH

Search the selected database(s) for articles based on what you know about subject matter, author(s), publication, or author address(es).

TOPIC:

Enter a word or phrase that might appear in the article title, abstract, or keyword list. Use the Title only checkbox to restrict the search to article titles.

Search Field Operators = AND, OR, NOT, SAME

Examples for the Topic field:

Enter **MONOCLONAL ANTIBOD*** to search for records containing monoclonal antibody or monoclonal antibodies.

Enter **SUL*UR*** to search for records that contain either spelling of sulfur, sulphur, sulphuric, sulphurous.

Enter **MARS SAME SATURN** to search for records containing both Mars and Saturn in the title, keyword field, or same sentence of an abstract.

Enter **MARS AND SATURN** to search for records containing Mars anywhere in the title, abstract, or a keyword field, and Saturn anywhere in the title, abstract, or a keyword field

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SEARCHING OPTIONS *(continued)*

GENERAL SEARCH *(continued)*

AUTHOR:

Enter an author/editor name with the last name first, followed by a space and up to 5 initials. Unless you know all initials in an author's name, put an asterisk after the initial(s) you have entered (e.g., HOFFMAN E*). You may also enter last names without initials.

Search Fields Operators = AND, OR, NOT

Examples for the Author field:

Enter **HOFFMAN E*** to retrieve records by E Hoffman or EG Hoffman.

Enter **O CONNOR OR OCONNOR** to retrieve records by O'Connor (which may appear in the record as OCONNOR).

Enter **HOLM HANSEN OR HOLMHANSEN** to retrieve records by Holm-Hansen (which may appear as HOLMHANSEN).

SOURCE TITLE:

Enter a full or partial (truncated) journal title. You can copy titles from the journal list (accessible from the search page).

Search Fields Operators = OR, NOT

Examples for the Source Title field:

Enter **JOURNAL OF CELL TRANSPLANTATION** to search for records of articles published in this journal.

Enter **JOURNAL OF CELL*** to search for records of articles published in journals whose title begin with these words (e.g., Journal of Cell Biology, Journal of Cell Transplantation).

ADDRESS:

Enter address terms such as the name of an institution, a city, a country, or a postal code. Institution and place names are frequently abbreviated. Consult the online help system for a list of address abbreviations.

Search Fields Operator = AND, OR, NOT, SAME

Examples for the Address field:

Enter **UNIV COLORADO** to search for the University of Colorado in an address.

Enter **UCLA OR UNIV CALIF LOS ANGELES** to search for the University of California-Los Angeles in an address.

Enter **DUPONT SAME 19714** to search for DuPont and 19714 in the same address.

Enter **CROATIA OR YUGOSLAVIA** to search for the name of either country in an address.

Search our master journal list, and a one year rolling site of journal coverage changes: <http://isinet.com/journals/journals.html>

2. CITED REFERENCE SEARCH

Find articles from journals that have cited a book, a patent or another article. Through a cited reference search, you can discover how a known idea or innovation has been confirmed, applied, improved, extended or corrected.

CITED AUTHOR:

Enter the last name of the work's first listed author. If the citation refers to a journal article covered as a source item in the *Web of Science* published during the time span covered by your institution's subscription, you can enter the name of any of its authors. If the name is longer than 15 characters, truncate after the fifteenth character. Follow the last name with a space and up to 3 initials. It is advisable to use only the first initial followed by an asterisk.

Search Fields Operators = OR

Examples of a Cited Author Search:

Enter **DEMAN P*** to search for references to works where P Deman or PE Deman is a cited author.

Enter **HAMBLETON G* OR RUSSELL R*** to search for references to works where either G. Hambleton or RL Russell is a cited author.

CITED WORK:

A cited work can be a maximum of 20 characters. Use the journal abbreviation list as a guide and consider other ways a journal may have been abbreviated. For a book, enter the first few characters of significance in the title. Use truncation. For patents, enter the number of the patent in the cited work field.

Search Fields Operators = OR

Examples of a Cited Work Search:

Enter **ACAD * MED*** to look up references containing the journal title Academic Medicine.

Enter **STRUC* ANTHR*** to look up references containing the book title Structural Anthropology.

Enter **3953566** to look up references containing U.S. patent number 3953566.

CITED YEAR:

Enter a four-digit year or series of years separated by the OR operator to indicate when the work was published (for patents, use the date of issue).

Search Fields Operators = OR

Example of a Cited Year Search:

Enter **1995** to look up references to works published in 1995. Specify a range of years by using the OR operator: **1994 OR 1995 OR 1996**.

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Quick Reference Card

MARKED RECORDS

Printing, Saving, Exporting, E-Mailing, and Ordering Full-Text Articles

The Marked Records screen displays a list of the records you have marked during the current session. You can mark records on the Search Results Summary screen by clicking the checkbox beside an article then clicking the Submit button, or by clicking Mark on a Full Record screen.

Use the options on this screen to:

Print records:

Select the bibliographic information you want to print in each record by clicking "Select fields" and checking boxes beside the field names you want. Note that the author, title, source, page count, publication date, IDS number, and source abbreviation fields always print.

Save records:

Save records to a file whose format is suitable for import into a bibliographic management program.

Export records:

Export records directly into a *ProCite*® or *Reference Manager*® database.

E-mail records:

E-mail records with a note to any e-mail address you enter.

Order Full-text:

Order the full-text of the article identified by any record from *ISI Document Solution*™.

NOTE: To clear all marked records and begin a new search session, click the "Home" button, then "New Session."

GETTING HELP

In-Depth Online Help System
is available at all times



If you have any questions about the use of ISI Citation Databases via the *Web of Science*, please contact the Technical Help Desk nearest you. The Help Desk answers questions about the Citation Databases, as well as questions about appropriate search and retrieval techniques. Questions about network connections and/or the use of your Web browser should be directed to your network administrator.

To contact the Technical Help Desk:

ISI-North & Latin America

3501 Market Street
Philadelphia, PA 19104
U.S.A.

Phone: 215-386-0100, ext. 1591
or 800-336-4474

Fax: 215-386-6362

Attn: Technical Help Desk

E-mail: help@isinet.com

ISI-Europe

Brunel Science Park
Uxbridge UB8 3PQ
United Kingdom

Phone: +44-1895-270016

Fax: +44-1895-256710

Attn: Technical Help Desk

E-mail: eurohelp@isinet.co.uk

ISI-Japan

Palaceside Building 5F
1-1-1 Hitotsubashi Chiyoda-ku
Tokyo 100-0003 Japan

Phone: +81-3-5218-6530

Fax: +81-3-5218-6536

Attn: Technical Help Desk

E-Mail: jphelp@isinet.com (Help Desk)

ISI-Asia/Pacific (Excluding Japan)

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#15-01 Albert Complex
Singapore 189969

Phone: +65-338-7747

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